

Subject: Confirmation of your discussion with Steve
From: Lorena Parker <lparker@sanpedrobid.com>
Date: 09/26/2015 07:57 AM
To: ericoban@gmail.com

Eric,

In order to avoid any confusion as to your discussion with Steve, can you please include language regarding the accounting? Here's some possible language, assuming this is what you discussed:

"As we discussed, you will continue to be responsible for the accounting until the Executive Director determines she will assume the responsibility. Meanwhile, please share the QuickBooks username and password with her."

I included the last part about the password because I asked him for it and he did not give it to me, stating that he used the password for other things...Anyway, it would be easy for him to change QB to a different password if he uses it for other personal logins.

He also mentioned that I would be printing the checks? I did not understand exactly what was discussed so I cannot offer any proposed language.

I want to thank you and Ben for your contribution to a smooth transition. After my first week, I'm learning about what's it's like to work in a small town.

Best regards,

--

Lorena Parker
Executive Director

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